

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duties of which are overseeing the activities and personnel of the department on an assigned shift. An employee of this class may be required to perform the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief is responsible for the production and maintenance of records of shift activities, for overseeing the care and maintenance of assigned equipment and vehicles, and for assisting in public relations and public fire education duties, in addition to assuming command at the scene of a fire or other emergency and directing operations until relieved by the Fire Chief. Employees of this class work with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all operations of the fire department on an assigned shift. Performs the duties of the Fire Chief in the absence of the Chief. Conducts inspections of the various services of the department, evaluates the effectiveness of these services, and takes appropriate action to improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards.

Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Assists in negotiating with firefighter's labor unions.

Supervises the preparation and maintenance of the records of the assigned shift by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping of records. Completes required records of shift activity.

Gives talks and demonstrations on fire prevention and related topics to school and civic groups. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or any related areas of emergency services.

Takes command at the scene of a fire or other emergency and directs operations until relieved by the Fire Chief. Performs size-up and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and providing emergency medical services. Personally acts as part of the fire attack team. Oversees safety procedures. Handles emergencies involving hazardous materials. Maintains fire ground communications.

Supervises all subordinate employees on the assigned shift. Inspects appearance of personnel to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules. Evaluates the work performance of subordinates and provides assistance in technical areas of work. Provides on-the-job training for new employees. Resolves employee complaints and grievances, and maintains discipline.

Assists the Fire Chief in providing for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Personally conducts classroom training and drills and evolutions.

Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fires. Insures that the fire scene is secured to prevent damage or removal of evidence. Collects and labels evidence of suspected arson. Assists arson investigation personnel and testifies in court when required.

Supervises the general care and maintenance of fire fighting apparatus and equipment, vehicles, and property. Inspects equipment, vehicles, and property following repairs to see that these were properly accomplished.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

All requirements must be met at the close of applications

1. Employment status: Must be a regular and permanent employee in the class of Fire Captain.
2. Physical requirements: After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

3. Residence requirement: Must be a registered voter of the state of Louisiana.
4. Attach copies of the following to the promotional application:
 - A) copy of voter registration card
 - B) copy of Louisiana driver's license

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